

LANCASTER COUNTY  
NURSE I

NATURE OF WORK

This is nursing work involving the supervision and delivery of medical and direct care services.

Work involves supervising the health care activities of direct contact staff; conferring with physicians and family members regarding patients' health status and services provided; completing a variety of forms in order to record a history of patients' stay at facility and to ensure compliance with certification requirements; providing health care based on physician's orders and medical protocols including obtaining specimens for laboratory analysis; caring for wounds; supervising and assisting in the administration of oxygen, medications, injections and skin treatments; arranging transportation as needed for hospital, clinic, or physician's office; and executing other technical procedures as required. General supervision is received from an administrative superior and/or medical doctor with work being reviewed in the form of overall effectiveness of nursing services provided.

EXAMPLES OF WORK PERFORMED

Supervise direct contact staff engaged in providing health care to patients; confer with physicians and family members regarding patients' health status; provide and receive information about patient status from co-workers at shift change.

Provide direct health care based on nursing assessments, physician's orders and general medical direction including monitoring vital signs, assisting in general dentistry procedures, obtaining specimens for laboratory analysis, supervising and assisting in the administration of oxygen, medications, injections and skin treatments; and caring for wounds.

Order medical and pharmaceutical supplies in consultation with physician; secure controlled substances and medications; request special diets or diet modifications as needed.

Supervise and assist with the preparation of a variety of forms and reports documenting patients' stay in the facility from admission to discharge; arrange transportation for hospital, clinic and/or physician's office; adhere to facility safety and security practices.

Maintain appropriate patient records reflecting treatment provided and ongoing patient status; attend meeting as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of nursing principles, practices and techniques.

Knowledge of service delivery and treatment issues pertaining to applicable nursing area.

Knowledge of disease prevention and control.

- Knowledge of the various types of equipment utilized in the delivery of nursing services.
- Knowledge of federal and state regulations relating to nursing services applicable to nursing area.
- Ability to maintain accurate records reflecting health care services provided and patient status.
- Ability to understand and follow oral and written medical instructions.
- Ability to make nursing decisions within the framework of established policies and scope of practice.
- Ability to plan, assign and evaluate the work of subordinate nursing staff.
- Ability to communicate effectively both orally and in writing.
- Ability to work in a stress situation.
- Ability to establish and maintain effective working relationships with community health personnel, physicians, nursing staff and the general public.
- Ability to perform heavy lifting.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited school of practical nursing and experience in the supervision and delivery of nursing services within a nursing area.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited school of practical nursing, or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills and meets licensure requirements.

#### NECESSARY SPECIAL REQUIREMENTS

- Possession of a valid license to practice as a licensed practical nurse in the State of Nebraska.
- Employees in the class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a nursing facility as required by the State of Nebraska.

Employees in the class working in the Corrections Department must meet such physical, age, and health requirements necessary for employment in a correctional facility as required by the State of Nebraska.

Approved by: \_\_\_\_\_  
Personnel Director

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